



*City of Charleston*  
Procurement Division

145 King Street, Ste. 104  
Charleston, SC 29401  
Phone: (843) 724-7312  
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[www.charleston-sc.gov](http://www.charleston-sc.gov)

Joseph P. Riley, Jr.  
Mayor

Stephen Bedard  
Chief Financial Officer

Gary Cooper  
Procurement Director

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## Request for Pre-Qualifications

### Valet Parking Services

RFQ #15-Q015R

February 27, 2015

Request for Pre-Qualification applications will be received by the Procurement Division, City of Charleston, **UNTIL 12:00 P.M. – March 19, 2015** at which time and place they will be publicly opened in the Conference Room. Applications shall be mailed or hand-delivered to: The City of Charleston, Procurement Division, 145 King Street, Suite 104, Charleston, SC 29401, Attn: Robin B. Robinson. Please display the following on the outside packaging of the application, “**15-Q015R Pre-qualification for Valet Parking Services**”. Any application received after the deadline will not be considered. **Faxed or emailed responses will not be accepted.**

The City of Charleston is accepting pre-qualification applications from valet service vendors who would like to pre-qualify to bid on one (1) designated valet spaces on the public right-of-way. The final award will be made in lots and one vendor may be awarded multiple lots.

**These locations will include the following:**

125 Meeting Street (2 parking spaces)

Request for Pre-Qualification documents may be obtained by visiting our website at [www.charleston-sc.gov](http://www.charleston-sc.gov), Bidline, Procurement Bids or by contacting the Purchasing Division at (843) 724-7312.

**The City of Charleston is requesting Statements of Qualifications from qualified individuals/firms qualified to perform the duties outlined in this request.**

**Submittal of Questions**

**All questions must be submitted in writing. The deadline for written questions is March 10, 2015 1:00p.m., (EST).** Questions must be mailed, emailed, faxed or hand-delivered to: Robin Barrett-Robinson, City of Charleston, Procurement Division, 145 King Street, Suite 104, Charleston, SC 29401, voice: 843-724-7312, fax: 843-720-3872, or email: [robinsonr@charleston-sc.gov](mailto:robinsonr@charleston-sc.gov).

# City of Charleston

## Valet Parking Application

1.	Applicant Name (First/M.I./Last):		
2.	Street Address:		
	City:	State:	Zip:
	P. O. Box (if applicable)	State:	Zip:
	Telephone #:		
	Email Address:		
	Social Security Number:	D.O.B	
3.	Company Name:		
4.	Is your business incorporated?   YES <input type="checkbox"/> (if yes)      NO <input type="checkbox"/>		
4a.	What State are you incorporated?		
4b.	Location of Principal Office in South Carolina:		
	Street Address: _____		
	City: _____	State: _____	Zip: _____
4c.	Name of Directors and Officers:		
	_____		
	_____		
	_____		
5.	Are you in Partnership?                      YES <input type="checkbox"/> (if yes)      NO <input type="checkbox"/>		
5a.	Provide names of each partner below:		
	_____		
	_____		
	_____		
6.	Provide a copy of your current Business License	<input type="checkbox"/> Included	<input type="checkbox"/> N/A
7.	Provide a copy of all Certificates of Insurance	<input type="checkbox"/> Included	
8.	Provide a copy of your Articles of Incorporation <i>(Not your application for Incorporation and not your Certificate of Existence)</i>		
		<input type="checkbox"/> Included	<input type="checkbox"/> N/A

9.	<p>Written Authorization-Properties of Lots:</p> <p>Please provide a signed statement from the operator of any parking facility designated as a parking location that the facility's ability to accept vehicles.</p> <p>Each Statement shall include:</p> <ul style="list-style-type: none"> <li>a. The total number of spaces within the parking facility.</li> <li>b. The number of parking spaces within the parking facility to be reserved for valet parking.</li> <li>c. Estimate of the percentage usage of the parking facility prior to and subsequent to the proposed valet parking if approved.</li> </ul>
10.	<p>Business Plan:</p> <ul style="list-style-type: none"> <li>a. Provide the name, address and telephone number(s) for the person(s) that will be immediately available during all hours of the valet parking operation.</li> <li>b. Provide the number of employees that will be employed and scheduled valet person for each designated area.</li> <li>c. Provide locations where vehicles will be parked or stored.</li> <li>d. Provide route(s) between designated area and the parking location(s).</li> <li>e. Provide valet service plan for visibly identifying and tagging vehicles in the custody of the valet service.</li> <li>f. Provide a plan for after hour vehicle management.</li> <li>g. Provide copies of all encroachment agreements incident or necessary to the valet parking service.</li> </ul> <p style="text-align: right;">(Hold / Harmless agreement provided by Legal.)</p>
11.	<p>Hold / Harmless <span style="float: right;"><input type="checkbox"/> Included</span></p>

STATE OF SOUTH CAROLINA

)

RELEASE OF

)

LIABILITY

COUNTY OF CHARLESTON

)

AGREEMENT

Except for expenses or liabilities arising from the negligence of the City, \_\_\_\_\_ ("Valet Service") hereby expressly agrees to indemnify and hold the City harmless against any and all expenses and liabilities arising out of the performance or default of any franchise agreement that may be awarded to the Valet Service for valet parking services as follows: The Valet Service expressly agrees to the extent that there is a causal relationship between its negligent, reckless or intentionally wrongful action or inaction, or the negligent, reckless or intentionally wrongful action or inaction of any of its employees or any person, firm, or corporation directly or indirectly employed by the Valet Service, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the City and its employees or by any member of the public, to indemnify and save the City and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any valet parking services. Such costs are to include defense, settlement and reasonable attorneys' fees incurred by the City and its employees. This promise to indemnify shall include bodily injuries or death occurring to the Valet Service's employees and any person directly or indirectly employed by the Valet Service (including without limitation any employee of any subcontractor), the City's employees, the employees of any other independent contractors, or occurring to any member of the public. When the City submits notice, the Valet Service shall promptly defend any aforementioned action. This obligation shall survive the suspension or termination of the contract. The limits of insurance coverage required herein shall not serve to limit this indemnity obligation. The recovery of costs and fees shall extend to those incurred in the enforcement of this indemnity.

Valet Service hereby declares that the terms of this release have been read completely, fully understood, and are voluntarily accepted.

IN THE PRESENCE OF:

VALET SERVICE: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

APPLICANT CERTIFIES:

- 1) That (s)he is financially able to furnish services in this application.
- 2) That (s)he understands that the City requires a reasonable time to investigate the information contained in the application. Applicant will cooperate with the City by supplying additional information as requested.
- 3) That (s)he is familiar with the Valet parking Ordinance set forth in Chapter 19, Article XIX, Section 510 the Code of the City of Charleston relating to valet parking, the annual City Business License Ordinance, and the pertinent laws of the State of South Carolina, to the extent that they apply to the proposed operation, and hereby pledges compliance therewith.
- 4) That (s)he hereby submits this application to be prequalified to bid on a City of Charleston valet franchise space in order to perform valet services on the public right-of-way.
- 5) That (s)he attests to the fact that all of the above information is true and accurate.
- 6) That (s)he understands that any false or incomplete statements shall invalidate the application and any subsequent approval.

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Applicant's Signature

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Date

### ARTICLE XIX. VALET PARKING

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#### **Sec. 19-510. Franchising of designated valet parking areas on public rights-of-way.**

The city council finds that the use of public streets and rights-of-way for valet parking, while providing a public benefit to some by making parking more convenient, may also impede travel, interfere with the rights of others using the streets and public rights-of-way, affect the public safety, and create a public nuisance. Therefore, valet parking may be permitted as a special privilege, not as a matter of right, subject to the regulations in this Code.

- (a) It shall be unlawful for any person to engage in the business of valet parking in or upon any city street or in any parking space, right-of-way, driveway or sidewalk, or alongside of, or next to, any city street or on any other public property in the City of Charleston except in such areas as may be designated and marked by the department of traffic and transportation for such purpose and as is approved by city council.
- (b) The director of traffic and transportation shall survey the Old and Historic District and report to city council, on at least an annual basis, those metered parking spaces in the nonresidential portions of the Old and Historic District which are appropriate for accommodating valet services, taking into consideration factors such as vehicular and pedestrian circulation, access, availability of parking, street and/or sidewalk width and such other factors as he may deem necessary to protect the public health, welfare and safety.
- (c) Metered parking spaces designated for the purpose of conducting a valet service shall be franchised in accordance with the provisions contained herein.
- (d) No person shall engage in the business of valet parking from a designated area unless:
  - (1) He has secured a business license which shall be prominently displayed on the valet stand;
  - (2) He has completed and filed with the traffic and transportation department a valet service application stating the name, address, and telephone number of the applicant, the valet parking service, and a person associated with the valet parking service immediately available during all hours of its operation; and
  - (3) He has provided the director of traffic and transportation the number of employees that will be employed and scheduled to valet park for each designated area; and
  - (4) He has provided the director of traffic and transportation the location where vehicles would be parked or stored; and
  - (5) He has provided the director of traffic and transportation the route between the designated area and the parking location(s); and
  - (6) He has provided the director of traffic and transportation a satisfactory plan for visibly identifying and tagging vehicles in the custody of the valet service; and
  - (7) He has provided the director of traffic and transportation a satisfactory plan for after hour vehicle management; and,

- (8) He has provided the director of traffic and transportation a signed statement from the operator of any parking facility designated as a parking location regarding that facility's ability to accept the vehicles. The statement shall include:
    - a. The total number of parking spaces within the parking facility;
    - b. The number of parking spaces within the parking facility to be reserved for the valet parking; and,
    - c. An estimate of the percent usage of the parking facility prior to and subsequent to the proposed valet parking were it approved; and
  - (9) He has secured approvals from the public service, engineering division for all encroachments incident to the valet parking service; and
  - (10) He has paid such fees as may be set and/or approved by city council for the privilege of utilizing such space(s); and
  - (11) He has provided the director of traffic and transportation a duly executed indemnification/hold harmless agreement with the city concerning the use of the designated area.
- (e) Nothing herein shall be construed to prevent the director of traffic and transportation from designating spaces on a temporary basis when he may deem it appropriate.
- (f) Authority of the director of traffic and transportation regarding bidding and franchising procedures for all spaces designated for the operation of a valet service is delineated as follows:
- (1) The director of traffic and transportation shall see that permanent spaces designated for the operation of a valet service are made available pursuant to a competitive bidding process and the execution of a franchise agreement with the highest responsive bidder. The competitive bidding process and the execution of the franchise agreement shall be managed by the city's procurement department. The city may reject any or all bids.
  - (2) Upon the committee on traffic and transportation approving the franchising of a certain designated area, corporation counsel shall draft bid specifications, which shall include, at a minimum:
    - a. The location of the designated areas proposed to be franchised;
    - b. The minimum bid for each designated area;
    - c. A provision to allow for the payment of the franchise fee on at least a semiannual basis;
    - d. The term of the franchise;
    - e. A requirement for the acquisition of liability insurance in such amounts as may be recommended by corporation counsel;

- f. A prohibition against the transferring, assigning or subletting of the designated area or franchise agreement;
- g. A requirement that the successful bidder acquires and maintains a current business license;
- h. A requirement that the successful bidder provides the director of traffic and transportation copies of all contracts executed between the applicant and each operator of a parking facility designated as a parking location. Each contract shall contain a provision that it cannot be canceled without at least sixty (60) days' notice to the other party and to the city's traffic and transportation department;
- i. A provision to require that the successful bidder within ten (10) days after a change in status of any information required by this article, the successful bidder shall notify in writing the traffic and transportation department of the change in status;
- j. A limitation on the hours of operation from 6:00 p.m. to 12:30 a.m.;
- k. A requirement that the successful bidder remove all valet apparatus at the end of each authorized time period and to otherwise maintain the area in and around the designated area in a clean condition free of trash or rubbish;
- l. A requirement forbidding meter feeding or encroaching on any property outside the designated area without a proper encroachment permit;
- m. A requirement prohibiting the valet activities from interfering with other authorized business activities;
- n. A requirement that surrounding businesses be allowed to validate valet tickets under an agreement with the valet operator;
- o. Provisions for the suspension or cancellation of the franchise; and,
- p. A provision allowing the city to reject any or all bids not deemed by it to be in the best interest of the city.

- (3) No valet parking bid shall be awarded or franchise executed until they have first been approved by the committee on ways and means.

(g) Operating requirements.

- (1) The valet parking service shall only accept vehicles at, and return vehicles to, the designated areas. Dimensions of designated areas shall be determined by the director of traffic and transportation.
- (2) The valet parking service shall only move vehicles between the designated areas and the approved parking location. Said movement of vehicles shall occur only along the approved routes.
- (3) The valet parking service shall not use on-street parking spaces for valet parking.



- (4) The valet parking service shall not park any vehicle upon private property without written authorization by the property owner or an authorized agent of the property owner.
  - (5) The valet parking service shall be authorized to place within the public right-of-way at their designated area one (1) sandwich board sign or pedestal sign not exceeding thirty-six (36) inches in height and twenty-four (24) inches in width and containing only the words "Valet Parking Service" with the information listed in section 54-910(g)(8), provided that the sign does not impede pedestrians and maintains a minimum clear sidewalk width of forty-two (42) inches. The sign may only be used while the valet service is operating.
  - (6) The valet parking service shall provide adequate staffing to receive, park, and return vehicles so that traffic is not impeded by the activities of the valet service. Vehicle queuing is allowed only within the designated area.
  - (7) The valet parking service shall ensure that its operations are compliant with the American Disabilities Act and that it is able to valet modified vehicles for individuals with disabilities.
  - (8) The valet parking service shall provide to each patron of the valet services the following information:
    - a. The name of the valet parking service;
    - b. Contact information for the valet parking service;
    - c. The hours of operation of the valet parking service; and
    - d. The parking fees, if any.
  - (9) The valet parking service shall require that all staff members wear matching uniforms which uniform shall clearly identify to the public the name of the valet service.
  - (10) The valet parking service shall notify the city police department whenever a vehicle has been left for a period longer than forty-eight (48) hours without a prior contractual arrangement for such period of time.
  - (11) Each person employed by or otherwise assisting the valet parking service shall have a valid driver's license.
  - (12) Each valet parking service employee shall display professional behavior when conducting business. No person who has a violent felony conviction or who is a registered sex offender, in any state, may participate as a valet service employee.
- (h) An approval of a valet operation provides only for the nonpermanent and nonexclusive use of the public right-of-way. Applicants, valet parking services, and any premises benefiting from a valet parking shall have neither a property interest in, nor any entitlement to the granting or continuation of an approval for the use of any public right-of-way.

*(Ord. No. 2010-272, § 1, 12-21-10; Ord. No. 2012-90, §§ 1—3, 3-19-12)*

# Attachment B

## Location Map

### 125 Meeting Street

